

MEMORANDUM

TO: School District Superintendents & LEA Directors

FROM: Rachel Tutko, Administrative Assistant
Idaho Teacher of the Year Program

DATE: March 17, 2006

SUBJECT: 2007 Idaho Teacher of the Year Application

The application form for the Idaho Teacher of the Year program is now posted online at: <http://www.sde.state.id.us/dept/administrators.asp>. This form has not changed substantially since previous years.

Each district may select one candidate for 2007 Idaho Teacher of the Year. The state does not provide guidelines for district nominations, but it might help you to know what guidelines the national selection committee uses to make its decisions. According to the national guidelines, a candidate for Teacher of the Year should:

- **Be an exceptionally dedicated, knowledgeable, and skilled teacher in any state-approved or accredited school, pre-kindergarten through grade twelve, who is planning to continue in an active teaching status;** (supervisory and administrative responsibilities should be of secondary consideration).
- **Inspire students of all backgrounds and abilities to learn;**
- **Have the respect and admiration of students, parents and colleagues;**
- **Play an active and useful role in the community as well as in the school; and**
- **Be poised, articulate, and possess the energy to withstand a taxing schedule.** In Idaho, the Teacher of the Year has a good deal of discretion in determining his or her level of involvement. However, most Teachers of the Year are invited to speak to various organizations or take part in public meetings on the teaching profession. If chosen as National Teacher of the Year, the teacher is released from classroom duties during the year of recognition to serve as a spokesperson and advocate for the entire teaching profession.

When you open the application, it will read “National Teacher of the Year”. We choose to use the same application form as the national program because the teacher selected as our state winner will also be our nominee for the national Teacher of the Year program sponsored by the Council of Chief State School Officers and Scholastic, Inc.

The district applicant’s application **MUST ARRIVE** at the office of the State Teacher of the Year Coordinator *by the end of the business day on Friday, September 22, 2006*. A committee

drawn from the following sources will then review and evaluate applications based on their professional development, biography, community involvement, philosophy of teaching, and views on education issues and the teaching profession:

- State Department of Education
- Division of Professional-Technical Education
- Idaho State Legislature
- Idaho Association of School Administrators
- Idaho School Boards Association
- Idaho State Parent-Teacher Association
- Idaho Education Association
- Past State Teachers of the Year

The name of the 2007 Idaho Teacher of the Year will be submitted to the National Teacher of the Year program by November 1, and in mid-April the President will announce the national selection.

We hope that you will use the state Teacher of the Year program as a follow-up to honoring your own outstanding teacher. A photo display at your offices, a reception, a call to the local television station or newspaper suggesting an interview – whatever you do, you remind the public that the heart of public education is the classroom teacher.

Although the application form requires three letters of recommendation, we always think a cover letter from the district superintendent is a good way to convey the teacher's contribution to the classroom, the school, and the district itself, and to put all that in the context of the community's needs. We hope you will consider this as you work with your district's Teacher of the Year to submit an application to the state level.

Please feel free to copy and forward this information and application to your building principals.

If you have any questions, feel free to contact Allison Westfall or me at 208-332-6812.

APPLICATION CHECKLIST

- ☒ Please provide **all** information requested in the application form, with the exception of the section at the bottom of page 2, "State Teacher of the Year Coordinator". This section will be filled out at the Department.
- ☒ Signatures of the candidate, the candidate's principal, and the candidate's superintendent, or LEA director.
- ☒ Please limit your answers to the number of pages requested in each section – ***type size no smaller than 10 point. Only the number of pages requested will be accepted.*** Any additional pages and/or materials, such as decorative binders and classroom photographs/art, will NOT be presented to the National Selection Committee. This also holds true for letters of recommendation.
- ☒ Each application must include **one photograph** suitable for publicity purposes (5" x 7" color, head shot preferred).
- ☒ **Section 1** (pages 1-2) **must be submitted on the form provided.** Sections II-VIII may be produced using your word processing system but please adhere to format established in application. **Number the sections and the pages.**
- ☒ The entire application package, **accompanied by a signed cover letter from the District Superintendent or LEA Director**, specifying that the applicant is the District's or LEA's official candidate for the State Teacher of the Year, must be submitted to Allison Westfall, Idaho Teacher of the Year Program Coordinator.
- ☒ The application package must **arrive** at the following address **NO LATER THAN the close of business on Friday, September 22, 2006.**

Idaho Teacher of the Year Program
State Department of Education
PO Box 83720
Boise, Idaho 83720-0027

Please contact the Idaho Teacher of the Year Program at (208) 332-6812, or rstutko@sde.idaho.gov, if you have questions concerning the application procedure.